



California National Guard Education Assistance Award Program (CNG EAAP)

Hosted by: The California Student Aid Commission (Commission)
"Making Education Beyond High School Financially Accessible To All Californians"

Presented by: Katrina Beck, Program Coordinator



Background

California Education Code (CEC) Sections 69999.10 - 69999.30

California Code of Regulations (CCR) subsection 30730 - 30738

The California National Guard Education Assistance Award Program (CNG EAAP) is a State-funded grant designed as an educational incentive to improve skills, competencies, and abilities for up to 1,000 service members (as the budget allows) who remain active in the National Guard, the State Military Reserve, or the Naval Militia. This grant is based on merit, not on financial need. We do not use EFC to determine the award amount.

Through an Interagency Agreement, the California National Guard (CNG) gave the California Student Aid Commission (Commission) the authority to process and disburse the award checks.





Purpose of Training

Today's training will provide instructions and procedures to successfully administer the program through the WebGrants System.

This includes instructions regarding

- Cost of Attendance
- Enrollment verification (number of units attending)
- Payment disbursement





Definitions

Cost of Attendance (COA) means student budget at the qualifying institution for the participant that includes tuition, fees, housing, food, books, transportation and personal expenses for the year. It may also include an allowance for the rental or purchase of a computer, child care or other dependent care costs and additional expenses for students with disabilities not already covered. COA is specific to each term (quarter or semester). *The Cost of Attendance should be adjusted for any waiver of, or reduction in, tuition and fees (such as the BOGG waiver or a State University Grant).*

VEB means any federal educational benefits for veterans. This includes, but is not limited to:

- Chapter 31, the Vocational Rehabilitation and Employment (VR&E) Program;
- Chapter 1607, the Reserve Educational Assistance (REAP) Program;
- Chapter 32, the Post-Vietnam Veterans Educational Assistance Program (VEAP);
- Chapter 1606, the Montgomery GI Bill for Selected Reserve (MG-SR);
- Chapter 30, the Montgomery GI Bill for Active Duty (MG-AD);
- Chapter 33, the Post-9/11 GI Bill and the “Yellow Ribbon Program”
- Federal Tuition Assistance

Academic Year (AY) goes from July 1 to June 30 and includes any classes that start during that timeframe.



Eligibility Requirements

The CNG EAAP coordinator verifies that the service member meets certain eligibility requirements before we accept the service member into the CNG EAAP.

You will need to verify that the student meets the following requirements:

- Participants must maintain enrollment in a **minimum of three (3) academic units per term** at a qualifying institution.
- Participants cannot receive a Cal Grant award check in the same academic year they receive a CNG EAAP award check.
- The CNG EAAP cannot be used to obtain a certificate, degree, or diploma currently held.
- Participants must maintain a minimum of a 2.0 cumulative grade point average (GPA).

The cumulative GPA is verified when the participants renew for the following academic year before enrollment information can be entered.

We do not require that a student maintain SAP to receive a CNG EAAP award check. Renewal students do not have to complete a FAFSA.



Award Amounts

The maximum award amount at a California Community College is the equivalent of a Cal Grant B per academic year.

- \$1,648 per academic year
- \$824 per semester
- \$549 per quarter

The maximum award amount for at a California State University is the equivalent of the Cal Grant A amount for the CSU per academic year.

The award amount for the 2014-15 academic year is

- \$5,472 per academic year
- \$2,736 per semester or \$1,824 per quarter

The maximum award amounts for the University of California and California private institutions are equal to the Cal Grant A award amounts for the UC per an academic year.

The award amount for the 2014-15 academic year is

- \$12,192 per academic year
- \$6,096 per semester or \$4,064 per quarter

These amounts are subject to change if budgetary revisions are made.



Award Amounts cont.

Graduate study students can receive an additional stipend of up to \$500 per AY.

The \$500 for graduate studies does not come separately but is added on to the initial maximum award amount per year to create a higher maximum award amount.

For example, someone attending at UC Davis would be eligible for up to \$12,692 per AY or a maximum of \$6,346 per semester or \$4,230 per quarter.



Calculating Maximum Award Amount⁸

A participant's award amount equals the term-specific Cost of Attendance (COA) minus any federal educational benefits for veteran's (VEB), up to the maximum amount allowed by the State's Annual Budget Act.

The CNG EAAP is not based on financial need.

CNG EAAP participants are informed that, if they are receiving benefits based on financial need, receiving the CNG EAAP could cause a reduction in their eligibility for those financial need-based awards. They are advised to check with their financial aid counselor to see if there will be a conflict.

Student loans are not to be taken into consideration when awarding or disbursing the CNG EAAP. Loans should not be included in the COA. One of the purposes of the CNG EAAP is to help students avoid having to take out loans or to repay loans they had to take out for the semester. The student has the option of applying any CNG EAAP funds to student loans, but it can be used to cover other areas of the student's COA, such as books, housing, or transportation.



Award Checks

Unlike other programs where the award payments are made out to the institution and used for tuition and fees, CNG EAAP award checks are “to be used for education related expenses” (Section 30734(c)) and are payable directly to the student.

Award checks are mailed to the institution for disbursement so that the institution can verify at the time of disbursement that:

- the student is still attending a minimum of 3 units,
- the student is not receiving any Cal Grant award checks,
- and the award amount is still accurate.

This also allows the institution to determine if receiving the CNG EAAP impacts any financial-need based programs that would need to be adjusted or returned.

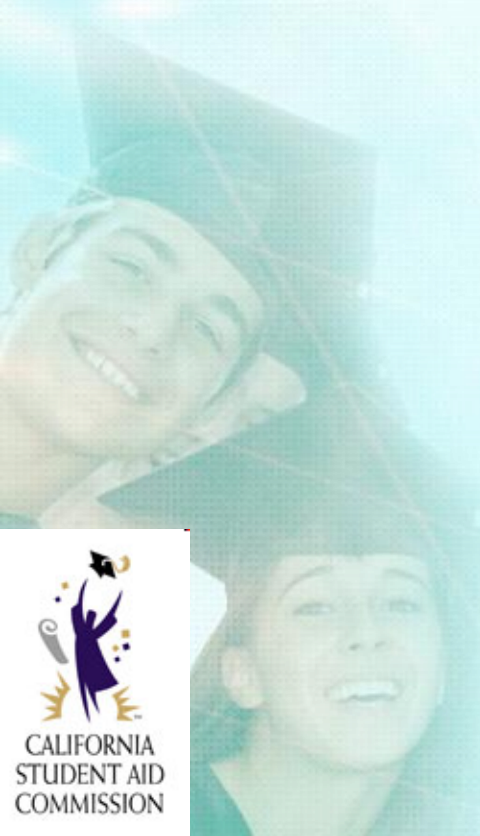


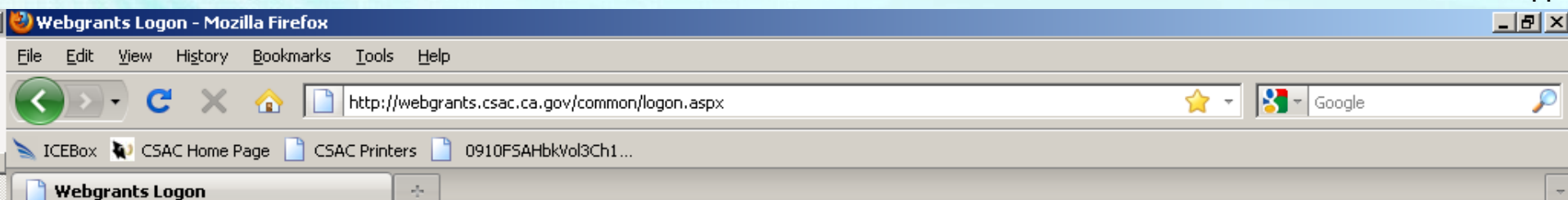
Getting Started with WebGrants

10

Log on to:

<http://webgrants.csac.ca.gov/common/logon.aspx>





California Student Aid Commission WebGrants System

Welcome!

[Help With Your Account](#)

Please sign in

Please enter your user name, password.

Authorized Use Only

User Name

Password

Sign-in Here

Need to create an account?

- ✦ **For a School Administrator Account:**
Please call 1-916-526-8989 or 1-888-294-0148
or [E-mail CSAC Support](#)
- ✦ **For a User Account:**
Contact your School Administrator
- ✦ **For Browser Versions or Monitor Screen Area Settings:**
[Help With Your Account](#)
- ✦ **Apple/Mac Computers:**
Results may be unpredictable

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Getting Started-Accessing EAAP

As illustrated below, the user will be directed to the Portal Menu Screen. Select the California National Guard link.



Webgrants Main Menu - Mozilla Firefox

File Edit View History Bookmarks Tools Help


http://webtest/TEST2/WebGrants/Common/default.aspx?id=98

ICEBox CSAC Home Page CSAC Printers 0910F5AHbkVol3Ch1...

Webgrants Main Menu

California Student Aid Commission [Tools](#) [Help](#) [Sign Out](#)

WebGrants System


 **Welcome! LWSCH**
To the **CSAC Portal** Menu

The last time you logged on to this system was: 07/06/2010 02:10:24 pm
Number of failed attempts since your last login: 0

Please contact your School's System Administrator if you need access to additional screens.

Portal Menu	Account Information
WebGrants California National Guard	View Your Account Details Help With Your Account

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Revision: 9 Date: 12/14/2009 11:43:03 AM

 **VeriSign Secured**
VERIFY

Select California National Guard

Done



EAAP Roster - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://webtest/TEST2/WebGrants/EAAP/Roster.aspx?id=F03&screen_group=NG

ICEBox CSAC Home Page CSAC Printers 0910F5AHbkVol3Ch1...

EAAP Roster

Do you want Firefox to remember the password for "LWADM" on http://webtest? Remember Never for This Site Not Now

California Student Aid Commission WebGrants System

[Portal Menu](#) [California National Guard](#) [Tools](#) [Help](#) [Sign Out](#)

[California National Guard](#) [EAAP Application](#) [EAAP Roster](#) [EAAP Maintenance](#) [EAAP Payment](#)

SSN can be used here to go directly to student and by-pass student roster¹

California National Guard Education Assistance Award Program

School Roster

School ID = 00115000

Academic Year = 2010 - 2011

Search ID = SSN

GO!

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Revision 5 Date: 6/23/2010 7:40:14 AM

GO! Button

Select current academic year

school ID code automatically
populates/displays here



[California National Guard](#) [EAAP Application](#) [EAAP Roster](#) [EAAP Maintenance](#) [EAAP Payment](#)

California National Guard Education Assistance Award Program

School Roster

CSU Sacramento

School ID = 00115000

CSAC ID

2009 - 2010

Search ID = SSN



Roster Summary List

SSN	CSAC ID	Last Name	First Name	DOB	New / Renewal	Remaining Eligibility	Roster Status
123456789	10000000	Smith	John	01/01/1982	N	400.00%	Inactive
987654321	10000001	Williams	Shawn	01/05/1993	R	75.00%	Active
548796310	10000005	Andrews	William	01/02/1991	N	400.00%	Active

Active or Inactive in
program

Select Participant

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Revision: 6 Date: 7/7/2010 10:56:28 AM

R for Renewal
N for New Participant

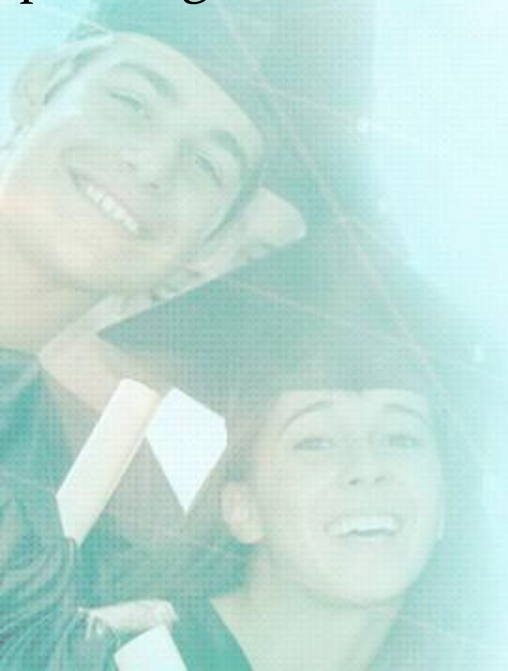
Remaining program
eligibility

Notes for previous slide

This slide lists remaining eligibility for each participant. Each participant starts out with 4 full-time years worth of eligibility, or 400 percent. A person who has 400 percent eligibility has not been issued any award checks.

If a participant has less than 100 percent eligibility remaining, then they have less than one full-time year's worth of eligibility remaining.

If a participant is Inactive, they are either on a Hold for the academic year pending additional information or have been withdrawn from the program.



Education Assistance Award Program

School Roster

CSU Sacramento

School ID = 00115000

Academic Year = 2010 - 2011

Search ID = SSN



Smith, John

CSAC ID: 10000000

Roster Status: Active

SSN

DOB

New / Renewal

Remaining Eligibility

123456789

01/01/1982

R

GPA required at renewal

400.00%

Minimum of 2.0 Cumulative GPA ☐ Yes ☐ No

[View Payment History](#)

Enrollment

Housing

Grad Studies

Cost of Attendance

Veteran Benefit + GI Bill

Eligibility Used

Action / Status

FALL

CSU Sacramento

Term Amount: 2115

Full Time

On Campus

Grad Studies ☐

8185

5250

50.00%

Request Payment ☐

SPRING

CSU Sacramento

Term Amount: 2220

On Campus

Grad Studies ☐

8185

5250

50.00%

SAVE

EXIT

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Notes for previous slide

Participants must submit renewal paperwork to indicate that they will continue in the program for the following academic year. These become available at www.calguard.ca.gov/education on January 15 and must be submitted by July 1 to the CNG EAAP Coordinator at the California National Guard Headquarters.

Before we can release any award checks for the new academic year, the renewal student's Cumulative Grade Point Average (GPA) must be verified to meet the requirement of being a 2.0 or greater as of the last term attended for the previous academic year.

If a student falls below the required 2.0 in the fall term but raises their grades during the spring term back up to the 2.0, they would be qualified to continue in the CNG EAAP.





Enrollment Data

Each term, the institution will enter or update:

- the student's enrollment status
 - 12+ units
 - 9.0-11.99 units
 - 6.0-8.99 units
 - 3.0-5.99 units
 - Less than 3 units
 - Not enrolled
- the student's housing status
 - On Campus
 - Off Campus
 - With Parents
- whether the student is in graduate studies or higher (*community colleges are unable to make this selection*)
- the student's **term-specific** Cost of Attendance (COA) for the participant.



EAAP Roster - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://webgrants.csac.ca.gov/EAAP/Roster.aspx?id=F03&screen_group=NG

EAAP Roster

Education Assistance Award Program

School Roster

CUESTA COLLEGE

School ID = 00115000 Academic Year = 2010 - 2011 Search ID = SSN

Smith, John CSAC ID: 10000000 Roster Status: Active

SSN	DOB	New / Renewal	Remaining Eligibility
123456789	01/01/1982	N	400.00%

Minimum of 2.0 Cumulative GPA ☐ Yes ☐ No

Enrollment	Housing	On or Off Campus or live with parents	Grad Studies	Amount	Veteran Benefit + GI Bill	Eligibility Used	Action / Status
FALL	3.0-5.99 units	On Campus	<input type="checkbox"/>	8185	5250	50.00%	Term Amount: 2115 Request Payment <input type="checkbox"/>
SPRING		On Campus	<input type="checkbox"/>	8185	5250	50.00%	Term Amount: 2220

EXIT

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Select enrollment status for the term
If participant is not at your institution, select not enrolled and save

Select if Graduate Student

Start Lesson Plan 4-1-11 CSU ... Microsoft PowerPoint - [... EAAP Roster - Mozilla ... Microsoft Excel - EAAP 2...

EAAP Roster - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://webgrants.csac.ca.gov/EAAP/Roster.aspx?id=F03&screen_group=NG

EAAP Roster

Education Assistance Award Program

School Roster

CSU Sacramento

School ID = 00115000 **Academic Year** = 2010 - 2011 **Search ID** = SSN **GO!**

Smith, John CSAC ID: 10000000 Roster Status: Active

SSN	DOB	New / Renewal	Remaining Eligibility
123456789	01/01/1982	N	400.00%

Minimum of 2.0 Cumulative GPA ☐ Yes ☐ No [View Payment History](#)

Enrollment	Housing	Grad Studies	Cost of Attendance	Veteran Benefit + GI Bill	Eligibility Used	Action / Status
FALL		CSU Sacramento				Term Amount: 2115
<input type="text" value="Full Time"/>	<input type="text" value="On Campus"/>	Grad Studies <input type="checkbox"/>	<input type="text" value="8185"/>	5250	50.00%	Request Payment <input type="checkbox"/>
SPRING		CSU Sacramento				Term Amount: 2220
<input type="text"/>	<input type="text" value="On Campus"/>	Grad Studies <input type="checkbox"/>	<input type="text" value="8185"/>	5250	50.00%	

[SAVE](#) [EXIT](#)

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VERIFY

VEB populated from application

COA populated from Commission tables. Not likely to be student's actual COA.

Start Lesson Plan 4-1-11 CSU ... Microsoft PowerPoint - [... EAAP Roster - Mozilla ... Microsoft Excel - EAAP 2 ... 4:37 PM



Calculating Award Amounts

Cost of Attendance for CNG EAAP is term specific and includes tuition, books, fees, housing, transportation, and personal expenses. *The Cost of Attendance should be adjusted for any waiver of, or reduction in, tuition and fees (such as the BOGG waiver or a State University Grant).*

In accordance with State Regulations, need is determined through the following formula:

Cost of Attendance

Minus Federal Montgomery GI Bill

Minus Other Federal Benefits Programs for Veterans

Equals Remaining Need

Education Assistance Award Program

School Roster

CSU Sacramento

School ID = 00115000

Academic Year = 2010 - 2011

Search ID = SSN



Smith, John

A

CSAC ID: 10000000

Roster Status: Active

SSN

DOB

New / Renewal

Select
Request
Payment

Remaining Eligibility

123456789 01/01/1982

Minimum of 2.0 Cumulative GPA

400.00%

View Payment History

Enter participant's specific
COA for TERM enrolled (not
annual amount)

Enrollment

Housing

Attendance

Grant Benefit
+ GI BillEligibility
Used

Action / Status

FALL

CSU Sacramento

Term Amount: 2115

Request Payment ☒

Full Time

On Campus

Grad Studies ☐

10185

5250

50.00%

SPRING

CSU Sacramento

Term Amount: 2220

Award payment
auto-calculated
COA - VEB

On Campus

Grad Studies ☐

8185

5250

50.00%

SAVE

EXIT

Select "SAVE" when required
fields are correctly populated.

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School Roster

CSU Sacramento

School ID = 00115000

Academic Year = 2010 - 2011

Search ID = SSN

Message: **Database Updated**

OK

Once data verified,
click "OK"

Smith, John

CSAC ID: 10000000

Roster Status: Active

SSN

DOB

New / Renewal

Remaining Eligibility

123456789

01/01/1982

N

Notice all fields are
grayed out

350.00%

Minimum of 2.0 Cumulative GPA ☐ Yes ☐ No

View Payment History

Enrollment

Housing

Grad Studies

Cost of
AttendanceVeteran Benefit
+ GI BillEligibility
Used

Action / Status

FALL

Full Time

On Campus

CSU Sacramento

Grad Studies

10185

5250

50.00%

Term Amount: 2115

Suspend Payment

SPRING

On Campus

CSU Sacramento

Grad Studies

8185

5250

50.00%

Term Amount: 2220

SAVE

EXIT

Payment can be suspended until processed
at 5:00 PM on Monday evening.

Education Assistance Award Program

School Roster

CSU Sacramento

School ID = 00115000

Academic Year = 2010 - 2011

Search ID = SSN



Smith, John

CSAC ID: 10000000

Roster Status: Active

SSN

DOB

New / Renewal

Remaining Eligibility

123456789

01/01/1982

N

350.00%

Minimum of 2.0 Cumulative GPA ☐ Yes ☐ No

View Payment History

Enrollment	Housing	Grad Studies	Cost of Attendance	Veteran Benefit + GI Bill	Eligibility Used	Action / Status
FALL		CSU Sacramento				Term Amount: 2115
Full Time	On Campus	Grad Studies <input type="checkbox"/>	10185	5250	50.00%	Processing
SPRING		CSU Sacramento				Term Amount: 2220
	On Campus	Grad Studies <input type="checkbox"/>	8185	5250	50.00%	

SAVE

EXIT

After 5:00 PM on Monday, warrant is in the process of issuance



EAAP Disbursements

After the Commission receives the award checks from the State Controller's Office, the Commission will send the award checks to the institution along with a copy of the Disbursement Roster Guidelines and a Disbursement Roster.

Once the check is mailed, the student's Action/Status in Web Grants that previously read "**Processing**" will be changed to show the "**Payment Disbursed**" box. This box should not be checked until the award check has been received at the institution and handed over to the student.

Once the institution has received the CNG EAAP award checks, contact the participants to inform them that their check is ready for pick up.¹ If your institution has a special processing policy, let the student know how long the processing time will take.

¹If you do not hear back from the participant after a month, e-mail me and I will contact the participant and let you know whether the participant will be coming in to pick up the check or if the check should be sent back to the Commission.



Disbursing an EAAP Payment, cont. ²⁷

Before disbursing the payment to the participant, the institution must verify that the participant has not received a Cal Grant payment and is currently enrolled in a minimum of 3 units (or, if the term has finished, the participant must have completed the term with a minimum of 3 units).

If the participant attends a spring term from January to May but ceases to be an active member in April, that participant is not eligible for the spring award check whether they received the award check in February or in May.

If there are changes to the Cost of Attendance but the award amount for the term is not affected by these changes, the payment is ***released to the student***.

Once the payment has been disbursed, you will need to complete and return the disbursement roster that was attached to the check. The best way to do this is to scan and e-mail them to the e-mail address at the end of this presentation.



Disbursing Payments (Quarter Term Displayed)

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EAAP Roster - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://webgrants.csac.ca.gov/EAAP/Roster.aspx?id=F038&screen_group=NG

EAAP Roster

School Roster

CSU Sacramento

School ID = 00115000 Academic Year = 2010 - 2011 Search ID = SSN **GO!**

Smith, John CSAC ID: 10000000 Roster Status: Active

SSN DOB New / Renewal Remaining Eligibility

123456789 01/01/1982 N 267.00%

Minimum of 2.0 Cumulative GPA ☒ Yes ☐ No [View Payment History](#)

Enrollment	Housing	Grad Studies	Cost of Attendance	Veteran Benefit + GI Bill	Eligibility Used	Action / Status
FALL		CSU Sacramento				Term Amount: 1410
<input type="text" value="Full Time"/>	<input type="text" value="Off Campus"/>	<input type="text" value="Grad Studies"/>	<input type="text" value="7765"/>	992	33.33%	Student Paid
WINTER		CSU Sacramento				Term Amount: 1480
<input type="text" value="Full Time"/>	<input type="text" value="Off Campus"/>	<input type="text" value="Grad Studies"/>	<input type="text" value="7765"/>	992	33.33%	Payment Disbursed <input checked="" type="checkbox"/>
SPRING		CSU Sacramento				Term Amount: 1480
<input type="text" value=""/>	<input type="text" value="Off Campus"/>	<input type="text" value="Grad Studies"/>	<input type="text" value="9107"/>	992	33.33%	

SAVE **EXIT**

Click Payment Disbursed then click "SAVE"

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VeriSign



Disbursing Payments

29

la Firefox

File Edit View History Bookmarks Tools Help

http://webgrants.csac.ca.gov/EAAP/Roster.aspx?id=F038&screen_group=NG

Google



EAAP Roster

EAAP Roster

CSU Sacramento

School ID = 00115000

Academic Year = 2010 - 2011

Search ID = SSN



Smith, John

CSAC ID 10000000

Roster Status: Active

SSN

DOB

New / Renewal

Remaining Eligibility

123456789

01/01/1982

N

267.00%

Minimum of 2.0 Cumulative GPA ☒ Yes ☐ No[View Payment History](#)

Enrollment	Housing	Grad Studies	Cost of Attendance	Veteran Benefit + GI Bill	Eligibility Used	Action / Status
FALL		CSU Sacramento				Term Amount: 1410
<input type="text" value="Full Time"/>	<input type="text" value="Off Campus"/>	<input type="text" value="Grad Studies"/>	<input type="text" value="7765"/>	992	33.33%	Student Paid
WINTER		CSU Sacramento				Term Amount: 1480
<input type="text" value="Full Time"/>	<input type="text" value="Off Campus"/>	<input type="text" value="Grad Studies"/>	<input type="text" value="7765"/>	992	33.33%	Student Paid
SPRING		CSU Sacramento				Term Amount: 1480
<input type="text" value=""/>	<input type="text" value="Off Campus"/>	<input type="text" value="Grad Studies"/>	<input type="text" value="9107"/>	992	33.33%	Request Payment <input type="checkbox"/>

SAVE

EXIT

Payment disbursed and institution is ready to request next payment.

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Done



Returning an EAAP Award Check

If the payment/check needs to be returned, follow the instructions on the disbursement guidelines and complete the disbursement roster.

Do not request the next term's payment until the prior term's payment has been disbursed to the student or enrollment status has been updated to show a leave of absence.

If a school requests the next payment while another payment for the same academic year is still processing, it creates system problems and delays future payments/checks. You should not be allowed to request the next term's award check until the open one has been closed, but the program sometimes allows this to happen.



Why do I need to return the disbursement roster and mark the check as disbursed in WebGrants? Isn't doing one enough?

- While these seem like the same step, they have two different purposes.
 - We need the disbursement roster returned to us for auditing purposes. The form has space for you, the institution contact, to send us updated information regarding the Cost of Attendance, the VEB, and enrollment status. It also provides us useful information regarding graduate studies and summer term enrollment.
 - Marking the check as disbursed in WebGrants opens up the next term. Then, the enrollment information can be entered and that payment requested for that term.
- Generally, I will contact you a month after the check has been mailed to verify it has been received and disbursed to the student. This is to ensure you are not having problems contacting the student and that the check has not been misdirected or lost. If it is lost, we are able to request a stop payment earlier rather than delaying payments further.



Contact Information

You send an e-mail to the
CNG EAAP Coordinators at

ng.ca.caarng.list.cn6-eaap-mailbox-access@mail.mil

Or by phone

Katrina Beck

916-854-4255

Clarita Cortez

916-854-4446

